

## February 1, 2006 AACRAC MEETING MINUTES

Members present: Patricia Federico, Steve Hanlin, Kent Heikens, Loren Jones, Briony Lachinski, Les Lewis, Jeremy Singer, Robert Stoker, Doug Sumerford, Amanda Toot, Jaci Weese, Emilie Zehr.

Absent with notification: Carol Moran

The order of items presented in these meeting minutes is consistent with presentation at this meeting and does not necessarily correspond with the order of proposed agenda items.

1. Meeting was called to order at 1:06 p.m.
2. Discussion of last month's minutes. The minutes were presented. Discussion followed. In item #14, Noah was corrected to Noa, and the item was amended to read "Emilie Zehr pointed out that the caretakers and research leaders had a two-day training on mobbing/harassment in the summer of 2005. This was reportedly run by Noa Davenport, retired from Iowa State University. It was suggested that we look into getting a harassment/mobbing trainer from Beltsville." The minutes were approved by voice vote.
3. Discussion concerning the dispersion of unapproved minutes was discussed as being unnecessary and inappropriate. Loren Jones read from the CRAC bylaws section IV subsection C, the responsibilities of the secretary item #2 "Seeing that copies of the minutes are distributed to members and the CR Manager prior to the next meeting".
4. Review of January observance: **Martin Luther King, Jr. Day**. Doug Sumerford, chairperson, announced that the documentary, Citizen King, was shown with 12 in attendance both halves of the presentation. NADL had approximately eight people in attendance at its showing.
5. February observance: **Black History Month**. Chairman, Jeremy Singer has scheduled the showing of the documentary Marcus Garvey at NSTL on from 1:30 – 3 p.m. on February 16<sup>th</sup>. Mr. Singer will then forward the documentary to Loren Jones after February 17<sup>th</sup>. Mr. Singer posted informational posters at NSTL.
6. March observance: **Women's History Month**. Amanda Toot discussed preliminary preparations for this observance. No final preparations were set.
7. Sub-committees for observances discussion. Amanda Toot led the discussion to have sub-committees for each monthly observance. Ms. Toot announced this idea at her unit meeting as a possible way to satisfy the EEO element of the yearly evaluation. She had several people approach her for further information.
  - a. All members were encouraged to announce subcommittee formation in their perspective unit meetings.
  - b. Jeremy Singer did announce that their unit is planning an Asian themed Friday social to coincide with Asian Pacific Month in May.

8. Disability in the workplace speaker. The presentation arranged by Deb Clouser and Kevin Hassell (please see January 11, 2006 minutes, item #6) will be presented February 15, 2006 from 11 – 12 p.m. in the NADC auditorium. All NADC employees were invited to attend the presentation. Speakers will be Laurie Ertz, Executive director of the ARC of Story County, and Koki Nakagawa, Board member of the ARC of Story County. A \$100 honorarium to be presented to the speaker was proposed. Discussion followed. Loren Jones said that in the past it was customary for an honorarium of \$100 was given to local speakers to cover expenses. Vote was taken and passed. Amanda Toot will take care of arranging the honorarium.
9. Maureen McClain, Story County Community Life update. As per last month's request for follow-up on Ms. McClain's request for a tour of the facility to see if there were any areas where Ms. McClain's clients could be employed, Amanda Toot discussed the request with Carol Moran. Ms. Moran indicated that she needed more information as to what specifically Ms. McClain was interested in before a tour could be conducted. Ms. Toot will continue to follow-up on this.
10. AACRAC poster discussion. Inventory of the posters housed at NADC was conducted by Patricia Federico. The collection was then photographed by Ms. Federico and Amanda Toot. The photos were sent to Visual Services and printed on proof sheets. More work needs to be done with these to add captions to each photo for further identification. Kent Heikens took a copy of the proof sheets to consolidate the posters housed at his facility for a more comprehensive account of visual materials AACRAC has at its disposal.
11. Mobbing and Outreach sub committee discussion.
  - a. Mobbing discussion was tabled as Dianne Whipple, who has had close contact with this issue was not able to attend the February meeting. She will address the mobbing issue at the March meeting.
  - b. Outreach. Steve Hanlin will be attending the Black Student Regional Conference February 24 – 25<sup>th</sup>. Maria Baca will be doing preliminary interviews of interested applicants. The Beltsville, Md unit will be providing packets for us to give out. Jacie Weese discussed what was done in the past at activities such as these. At that time, resumes were taken and a cover page was added that indicated the interests of the student.
  - c. Steve Hanlin also discussed other ideas for outreach activities
    - i. ARS attending job fairs
    - ii. Tour of facilities (this is done at ISU and NADC on Science day)
  - d. Mr. Hanlin also discussed how to draw ethnics to ARS. This will be discussed further at future meetings.
12. Website Update. Steve Hanlin requested the approved minutes be sent to him so that he could include them on the website.
13. Kent Heikens informed the committee that he received a phone call from Robin Roberts who presented a presentation on Windtalkers during Native American Month in 2005. He informed us that he is devoting all his time to

public speaking on the subject of Windtalkers during WWII. He has improved his presentation and asked that if we knew of anyone that be interested in having him speak at their organization we let him know. He only asks for a small honorarium to cover travel expenses.

14. New Business.

- a. Intranet. Amanda Toot has requested Aaron Fister, from Computer Services, to open a forum for AACRAC on the NADC intranet.
- b. Ron Horst, acting NADC director, requested Amanda Toot attend a fundraising dinner for the NAACP. He agreed to pay admission for her and another person. Briony Lachinski agreed to attend the fundraiser with Ms. Toot.

15. Adjournment. Meeting was adjourned at 2:15 p.m.

Respectfully submitted: Patricia Federico, Secretary